



CHESTERVILLE & DISTRICT AGRICULTURAL SOCIETY

Po Box 571, Chesterville ON K0C 1H0

Learning from the Past, Living in the Present, Preparing for the Future

Terms of Reference

Position: Treasurer

Our treasurer will oversee financial matters in accordance with good practice and in accordance with our governing documents and legal requirements and will report to the board of directors at regular intervals regarding our financial health.

General Roles and Responsibilities

- Must be available for the entire fair weekend – typically the last weekend in August prior to the Labour day weekend
- Oversee and present budgets, accounts and financial statements to the board of directors
- Ensure proper accounts and records are kept that accurate and up to date using QuickBooks
- Ensure that government tax filings and other government forms (T3010B) are submitted in a timely manner
- Ensure the bills are paid consistent with dual signing authority
- Verify that donations are handled appropriately and grants accounted for in accordance with the requirements for funders
- Meet with the external auditor annually or more often if needed to identify any financial control and record keeping updates
- Present the organizations financial report and recommend appointment or reappointment of the auditor at the Annual General Meeting
- Is considered to be a member of the Executive committee

Qualifications

- Familiarity with QuickBooks
- Ability to commit time requirement to fulfill the responsibilities
- Appreciation of the kind and level of financial information needed at a board level to support decision making
- An understanding of financial management and reporting practices
- Be aware of CRA policies, regulatory requirements with respect to Charitable organizations